

**COUNTY OF STANLY**  
HUMAN RESOURCE OFFICE  
1000 NORTH FIRST STREET, SUITE 10A  
ALBEMARLE, NORTH CAROLINA  
28001



**JOB ANNOUNCEMENT**

**POSITION:** Librarian (Technical Services)

**LOCATION:** Stanly County Library  
133 E Main St, Albemarle  
Albemarle, NC 28001

**SALARY:** \$37,901

**HOURS:** 37.50 hours per week

**JOB SPECIFICATIONS:** Position reports to library director & supervises three direct employees. Responsible for managing technical services: including IT, servers, and integrated library system (Polaris); acquisitions, processing and cataloging; working with vendors, and branch deliveries. Oversight of the technology in a public library system with five locations: budgeting; capture transactional and performance statistics; collaborate with library staff to develop solutions, procedures and service improvements; and long and short range planning. Share in circulation and reference duties one night per week and one Saturday per month.

**MINIMUM QUALIFICATIONS:** MLS from ALA-accredited school; demonstrate strong interpersonal skills, including the ability to work well with co-workers and the public; supervisory, project management, and budgeting skills; demonstrated competence with current information technologies.

**SPECIAL REQUIREMENTS:** Skills in using technology in a library setting, knowledge of computers, automated library systems; and Microsoft Office; may occasionally require installation, configuration and maintenance of the library's technology resources. Must be able to travel to other branches. Valid N.C. Drivers License. Pre-Employment Drug Screening

**RECRUITMENT PERIOD:** March 8<sup>th</sup>, 2014 thru March 28<sup>th</sup>, 2014

**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer